



AGENDA COORDINATOR

Job Code: 1016

EEO Class Code: Professional

Union Status: Unclassified

FLSA Code: Non-Exempt

Salary Grade: 0013

NATURE OF WORK

This is specialized, detailed work which includes the compilation and submission of agenda items for City Commission meetings on a bi-monthly or on an as-needed basis.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

- Receives memoranda, resolutions, ordinances, and all backup material from various department directors for inclusion on the Commission agenda
- Monitors and keeps others advised of the time frames and requirements for the submittal of agenda items
- Schedules time-certain items on the Commission agenda
- Coordinates revisions, additions, withdrawals, and other changes in the preparation of the agenda
- Attends Agenda Review and After Action meetings
- Prepares addendum for those documents not contained in agenda package; and, on an emergency basis, includes new items
- Answers questions from City employees and/or the public regarding agenda items
- Performs related work as required

KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of English grammar, spelling, punctuation, and sentence structure
- Thorough knowledge of procedures, rules, and policies related to agenda item submission
- Skill in the use of personal computers
- Ability to establish and maintain effective working relationships with other employees, supervisors, department officials, officials of other agencies, and the general public
- Ability to carry out complex verbal and written instructions
- Ability to express ideas and information clearly and concisely, both verbally and in writing
- Ability to discern and extract pertinent facts from verbal and written guidelines, policies and procedures, and apply these to a variety of problems
- Ability to organize work effectively and meet deadlines

MINIMUM REQUIREMENTS

- Considerable experience in responsible and varied executive secretarial and administrative work

PHYSICAL REQUIREMENTS

- Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact
- Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine
- No significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, sitting, standing, pushing, or pulling

SUPERVISION RECEIVED

- General and specific assignments are received from the City Manager, or Assistant City Manager
- Work is performed with little direct supervision and with latitude for use of independent judgment in the selection of work methods and procedures
- Work is subject to review for compliance with departmental objectives and standards

SUPERVISION EXERCISED

- None